

REQUEST FOR COPIES OF HUMAN RESOURCES RECORDS

Please note: There will be a two day processing time for all record requests. There is a \$2.00 fee for each page copied. Cash payment must accompany this request. Checks will not be accepted.

Please check records being requested:

Check or Direct Deposit Copies - list date(s) requested

W2 - list year(s) requested

Copy of Payroll Assignment - list year(s) requested

Copy of Transcripts

Copy of Summative Evaluation

DATE OF REQUEST _____

NAME _____

DATE OF BIRTH _____

PHONE NUMBER _____

AMOUNT OF MONEY PAID OR DEPOSITED _____

Signature of person receiving/requesting records

Date

Signature of other authorized person picking up records

Date